

No. Q-14021/1/2015-Stats.
Government of India
Ministry of Corporate Affairs

5th Floor, "A" Wing, Shastri Bhavan,
Dr. R.P. Road, New Delhi-110001
3rd December, 2015

OFFICE MEMORANDUM

Subject: Engagement of retired officers of CSS as consultant on contract basis-reg.

Ministry of Corporate Affairs proposes to engage 03 consultants in connection with the Plan Scheme "Corporate Data Management" and National Company Law Tribunal and National Company Law Appellate Tribunal.

2. Consultants would be required to assist Statistical Division, as well as Admn.IV Section of the Ministry in the following areas:-

- (i) Maintenance of project related files
- (ii) Processing of bills
- (iii) Administrative activities including Budget, procurement, parliament matters and RTI etc.
- (iv) Framing of Recruitment Rules and other establishment matters

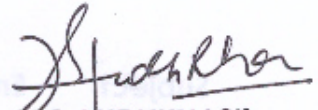
3. The consultant should be a retired officer at the level of Deputy Secretary/Under Secretary/Section Officer of the Central Secretariat Service (CSS) having wide experience in handling administrative/establishment matters in the Ministries/Departments. Consultant having degree with experience of handling statistical data/establishment matters including framing of Recruitment Rules etc. would be preferred. The terms and conditions will be decided in terms of the provisions of the GFR 2005. Selection will be on the basis of experience and interaction by the appropriate authority in the Ministry.

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4. Interested Officers may submit their resume indicating experience in detail along with a copy of the PPO to the Deputy Secretary (Admn.), Room No.512, 5th Floor, 'A' Wing, Shastri Bhawan, New Delhi latest by 23rd December, 2015.

5. CS Division is requested to give a wide publicity to this circular.


(J S AUDHKHASI)

Deputy Secretary to the Government of India

Tele: 23381615

CS Division

[Shri Utkaarsh R. Tiwari, Director (CS-I)]

Department of Personnel & Training

Lok Nayak Bhawan

New Delhi-110 003.

Copy for information and necessary action to:-

1. e-Governance Cell with the request to upload the above circular in the website of the Ministry.
2. Director (Stats), R&A Division,
3. JS(B)
4. EA
5. Guard File